

September 4, 2003  
Volume 1, Issue 2

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September 4, 2003

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Next Meeting:

website:  
<http://w3.michigan.gov/e-michigan>

e-MichiganWeb Development (DIT-EWD)  
Phone: 241-5950

### Welcome to the September 2003 Meeting!

We are pleased to host this CMA Users and Webmasters Meeting! For the first time, we have CMA Users, Site Admins and Webmasters attending a session devoted to supporting the Michigan.gov Websites. We look forward to meeting you all.

## e-MICHIGAN WEB DEVELOPMENT

# 241-8636



Call Today!

- > Pre-Build Reviews
- > Look & Feel
- > Pre-Launch Check List
- > ADA Compliance
- > Usability
- > Policy Updates



IT'S FREE!

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## Call Vic

# 241-8636

Help Is Just Click Away 

### CallVic! ... First

Vic Mankowski, Web Review Team

We are happy to announce that Vic Mankowski has taken on additional responsibilities here at EWD. In addition to managing Payment Manager for the e-Stores, Vic now is the one to call for your pre-dev and pre-launch site and app reviews.

EWD has a process in place to help your new Web applications and Web sites conform to the e-Michigan Standards. These standards have been recently adopted as policy by the State of Michigan. Its official!

Together with Vic, Ric Tombelli for "look and feel" issues, and Rick

Wolfinger for security standards, the team is available to aid you in usability, security and design issues.

### Web Resources for this Issue:

Find these documents and more... Click on the Webmaster Meeting link on the e-Michigan site: [w3.mi.gov/e-michigan](http://w3.mi.gov/e-michigan)

Look under What's New!

- WebEdit Pro Powerpoint
- Web Site Review Powerpoint
- MDCCD Careers Portal Site Visit
- Usability Guidelines
- Style Guide V2.0

## Announcements



### Web Edit Pro Upgrade

We have upgraded eWebEditPro from version v2.0.0.28 to v2.6.0.7. This upgrade took place on the night of Monday, August 11, 2003. Because of the upgrade, some people who had not upgraded manually were forced to reinstall eWebEditPro to the new version the first time you click on the [Edit with WebEdit Pro](#) link in the **Add New Content Item** screen in the CMA. If you have already upgraded you will not be prompted to upgrade because you are already at the latest version. Some people were directed to download and manually install the new version from the e-Michigan Web site previous to this upgrade due to browser crashes. Those users will NOT be prompted to install. If you were not prompted to reinstall you already have the current version and nothing else needs to be done for you to receive the changes that were made.

To verify what version you have, click on the "About eWebEditPro" icon on the Paragraph Format tool bar within eWebEditPro. This will bring up an About Dialog box, which will have the version of eWebEditPro you currently have installed.

**Important Note:** If you do not have administrator rights to your computer, you will need to contact your desktop support to have them install the upgrade for you.

## Burning Questions

### How do you limit an author's access to assets?

Permissions are granted by category. This is the same for assets as well as content.

If the site requires assets that cannot be edited by authors, then a category needs to be created outside of other permissioned categories. Authors will not be given "edit" or "delete" permissions to those categories.

### Is there a way to get a SurfAid "hit" on links that go outside of mi.gov? I have some external links that are not appearing in SurfAid.

SurfAid can only count links inside of the mi.gov domain. You can create an interim page in the CMA and redirect the user to the link of choice either through javascript or a meta refresh tag. The interim page can be counted by SurfAid and that will give you an idea of how many users are going to the external link.

### I am trying to add a new left nav icon on the menu of the MHAL site for Family History Month. The alt text appears but the graphic does not. I am guessing I forgot something but I cannot figure it out. Do you have any suggestions?

You are just missing one step. Go to the content and go down to the associated image. Click the edit link for the associated image. Under Association Flag, click the Title radio button. That should do the trick. It is hard to remember, since you don't see that page when you are associating the image to the content.

### WebEdit Pro Fixes

1. Correct the font size in tables so that the font size will remain at the current standard of 2 (10 pt).
2. Only add necessary tags and exclude additional formatting. Example of the same text formatting in both the old and the new version:
  - a. **Old version v2.0.0.28:** `<p style="FONT-SIZE: 10pt; FILTER: ; MARGIN: 0in 0in 0pt; BOTTOM: 0px; FONT-FAMILY: Arial, Helvetica"><strong><em><u>This test text</u></em></strong></p>`
  - b. **New version v2.6.0.7:** `<p><strong><em>This is test text</em></strong></p>`
3. Increased the number of allowed characters for 65,000 to 100,000 to help prevent eWebEditPro from generating an error do to many characters. Although we discourage against using this many characters when ever possible.
4. We have also added a Justify function to the toolbar.

The new version will also help to eliminate a browser crashing issue with IE 6.x and Windows 2000 that is a known issue with older version of eWebEditPro.

**Three steps to WOW sites and SUPER apps!**

1. Standard Methodology: Development Teams should create “usable” systems during the design phase by conducting the following analysis
  - User Interviews
  - Task Analysis
  - Task Design
  - Paper Prototyping
  - Use Iterative Design Process
2. Design Standards: Look and Feel requirements that affect the consistency of all on line services produced by the state of Michigan
  - Functional browser display area of 740 pixels
  - Banner Header and Michigan.gov branding elements
  - Sub-header links and location
  - Footer links and location
  - Navigational location and consistency with Parent site
3. Design Principles: Using effective writing techniques when creating body content
  - Use short words that any average user can understand
  - Use short sentences when possible to help clearly define instructions and meanings
  - Write in the “active” voice rather than the “passive” voice. Active voice is the best way to identify who is responsible for what action

**In the works!**

Rick Peterson, TCL Programmer for the Vignette Content management System, always has something in the works. You can see what he is up to by checking out the e-Michigan Web site. Look for the IN\_PROGRESS section on the front page.

A few new CMA enhancements have taken place since our last get-together.

Most users will notice that expired categories are no longer visible in the CMA preview. Before the change, expired categories would be visible up in W3 previews.

Manage Assets now has an extra form field to control listing in ascending or descending order.

Great improvements in the search functions--the Inktomi collections have been optimized for fewer, more accurate results.

The CMA “home” page sports a new look which was received very well by most users.

## Notes:

### Do you have a great piece of content that should be on the Portal?

#### Contributing Content to Portal Themes and Home Page

A Public Information Officer (PIO) from various agencies has been assigned to each theme on the Michigan.gov Portal to maintain and coordinate the content for that theme. Each agency that has information that might be included in the theme can have content contributors (authors/editors) assigned permission to those themes. When Michigan.gov was first developed, these assignments were made throughout the state. As time has passed, the lead PIOs have changed, as well as staff within the departments. Recently all the PIOs have been asked to review the authors, editors and publishers for their respective themes. Each agency should also examine who should be contributing content to the themes and coordinate this with the theme PIOs. Below is a current list of the theme PIOs that can also be found on the CMA Resources website on W3 at: <http://w3.michigan.gov/e-michigan/0,1607,7-112-15476-47090--,00.html>.

#### Matrix for Portal Management

Travel and Recreation	Stephanie Litaker Deb Davis	LitakerS@michigan.gov DavisDeb2@michigan.gov
Education and Career Development	Lani Elhenicky Barbara Hicks	ElhenickyL@michigan.gov HicksBA@michigan.gov
Family, Health and Safety	Geralyn Lasher	LasherG@michigan.gov
Licensing, Certification, and Permitting	Maura Campbell Lori Donlan	mcampb@michigan.gov ldonla@michigan.gov
Business Services	Gary Buckberry	BuckberryG@michigan.gov
Michigan Government	Eunice Link	LinkE@michigan.gov

Each week, the theme PIO is asked to provide the EWD CMA staff with a list of all the upcoming What's New and Spotlight items for their theme. These lists are compiled and passed on to the governor's office. Eunice Link of the Governor's Office uses this information to decide which items to feature on the Michigan.gov home page. If there is something that an agency feels is important enough to feature on the home page, it should be brought to the attention of the appropriate Theme PIO who will then pass it on to the governor's office.

Please note that changes should be made through site administrators. If permissions need to be granted or rescinded, the site administrators need to discuss this with the theme PIO. The theme PIO will then make the request of EWD CMA staff.

